



Position Description

Department: Moore County Department of Aging

Title: Office Assistance

Goal: The Moore County Department of Aging provides excellent customer service to first time visitors as well as everyday participants.

Duties:

- *Reminder phone calls*
- *Monthly creation of bulletin boards*
- *Filing & copying*
- *Data entry*
- *Bulk mailing*
- *Greets people at events, programs, etc.*

Qualifications:

- *Must be 18 years of age or older*
- *Must be good with people*
- *Must have excellent customer service skills*
- *Have the ability to follow and carry out instructions*
- *Have good written and oral communication skills*
- *Must have organizational skills*

Time Required: Minimum 2 hours a week

Supervisor: Depending on the Duties; either Program Coordinator or Fitness Coordinator

Physical Demands: Able to lift 5-10 lbs. to help assist with set up for health/volunteer fairs and able to climb stairs, if necessary; a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the volunteer is subject to inside and outside environmental conditions.